

Bulletin

August 17, 2007

Information for Members of CEP Locals 630 and 1123 Impact of the Upcoming Curtailment of Mill Operations

With the announcement that Elk Falls will be curtailing operations due to a fibre shortage, most CEP members will be faced with a lack of work within the next few weeks. The following information will be of interest to you.

Work Schedules

For Operations employees, your Schedulers will continue to produce the weekly work schedules which will show employees when they are required to work (refer to attachment for curtailment manning requirements). Once all operations are fully curtailed, it is expected that very few employees will be required. As a result we are required to facilitate seniority across the balance of the mill according to Article XXI, Seniority, Section 4.

“ To facilitate laid off employees exercising their mill seniority, the following training will be provided: Up to one (1) day where the layoff is estimated to be in excess of 10 days.”

What this means to you is that a senior employee from another department can bump a junior employee in your department provided that:

- 1) a one day refresher will bring that person up to speed in the department, if he/she has worked in the department/position before;
- 2) or one day of training will enable that employee to carry out the duties of that job.

The Company will continue to support capital improvement projects during the curtailment to improve the viability of our operations. Due to the compressed time frame, various trades will continue to be scheduled during the curtailment.

We would also like to identify those employees willing to work during the curtailment should work become available. To ensure the orderly movement of people and minimize disruptions, we request that those employees willing to work inform Carla Burkell (5221) by Thursday, August 30 to indicate their availability.

For Maintenance and Yard employees, your supervisors will continue to inform you of your work schedule up to the point of curtailment, and whether you are needed during the curtailment.

Booking Time Off

Normal vacation allotments will be respected for those employees required to work during the curtailment.

Employees not required to work are encouraged, but not required, to use their paid time off during the curtailment. Employees not required to work will be restricted to a maximum of two (2) tours/weeks of paid time-off commencing August 31. Due to the uncertainty of the duration of the curtailment, scheduled paid time-off after September 18 will be restricted to one (1) tour/week blocks at a time unless otherwise indicated. If you wish to use paid time off, book it through the normal procedures.

A leave of absence can be requested but will not be considered unless you have no paid time off available.

Going on “Layoff” Status

If you have no time off available or choose not to use your paid time off, you will be considered to be on layoff status due to a lack of work. You can then choose to file a claim for Employment Insurance Benefits. Procedures for doing this are attached to this bulletin.

NOTE: If you are planning to take time off during the curtailment, it is recommended that you do that before filing an EI claim. It will make the process much simpler.

If you are on layoff status, you must be available for work should the need arise.

Recall to Work

All employees are advised to ensure that the addresses and telephone numbers they have provided the Company are accurate and up-to-date. At some point, it will be necessary to contact you to return to work or advise you that there is work available for you. Please ensure there is a way to contact you during the curtailment.

According to Article XXI, Seniority, Section 3 – “Failure of the employee to report to work within one (1) week of notice by registered mail at his/her last address reported to and received by the mill shall result in his/her termination of employment with the Company. Bona fide reasons for failure to report shall not deprive an employee of his/her recall rights.”

Filing a Claim for Employment Insurance Benefits Information for Employees

Employment Insurance (EI) benefits are administered by “Services Canada”, a department of the Federal Government.

Here are the procedures for filing of a claim for EI benefits:

1. File a claim for benefits with Services Canada

There are 2 ways to do this:

- Through the Services Canada Online Application process:
<http://www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html>
- At a Services Canada self-service kiosk. They are located at the following addresses

Suite 101 – 950 Alder Street Campbell River, BC V9W 2P8 Hours – 8:30 a.m. to 4:00 p.m.	130 – 19 th Street Courtenay, BC V9N 8S1 Hours – 8:30 a.m. to 4:00 p.m.
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You do not have to meet with or talk to a person to open your claim. Services Canada advises that the online application process is the most efficient method and allows you to manage your claim from home (if you have a computer with internet access).

You are not eligible for EI benefits until you have had no earnings for a 2 week period.

If you receive earnings during the period of your claim, it is your responsibility to report these earnings to Services Canada.

2. Request a Record of Employment (ROE) from the Company

- Wait until you have had no work for 7 calendar days and you have actually been paid for the last day you did work before requesting your ROE. This will ensure all of your earnings prior to being laid off are included on your ROE.
- To request your ROE, call Payroll at 250-287-5261 and leave a message stating your full name, payroll number and the last day you worked.
- Your ROE is electronically generated and transmitted to Services Canada. A hard copy is not produced.

Please ensure that you open your claim with Services Canada and your ROE is issued within 14 days of each other.

Other Important Information During Layoff

Benefits Coverage

Your employee benefits continue during the period of layoff. The Company will continue to pay its portion of the costs.

For any benefit for which you pay all or part of the premium (optional group life, long term disability insurance), your share of the premium will be accumulated and deducted from your pay cheque when you return to work.

Interest Free Loans

If you have an interest free loan from the Company, your payments will be stopped during the time you are on layoff. They will resume when you return to work.

The most common type of loan is a computer purchase loan, but there are other types.

Being Available for Work

If you are on layoff status, you must be available for work in the event it becomes available.